



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, HEALTH AND HUMAN SERVICES

Class No. 002242

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, organize, direct and evaluate the activities and programs of an assigned region or countywide function within the Health and Human Services Agency; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Health and Human Services Agency. Incumbents report to the Director, Health and Human Services or the Chief Operations Officer, Health and Human Services Agency and are responsible for directing the management and activities of an assigned region or countywide function.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

Administration:

1. Plans, organizes, directs, and evaluates the activities of an assigned Health and Human Services Agency (HHSA) region providing integrated, regionalized, community-based services.
2. Coordinates with the community to plan, develop and implement an array of services to meet the specific needs of the community.
3. Directs the development and implementation of the regional or functional area plans and programs through line management staff.
4. Directs the preparation of the annual budget and monitors revenue and expenditure transactions.
5. Conducts fiscal analyses and prepares cost projections.
6. Ensures Agency activities are in compliance with federal, state, and local regulations, laws and codes pertaining to health and human services.
7. Coordinates with other HHSA Deputy Directors to ensure consistent customer services and quality of Agency services.
8. Directs the development and implementation of operational policy and procedures concerning Agency services.
9. Identifies operational problems and formulates appropriate solutions.
10. Prepares executive level reports and correspondence.
11. Represents the Director during meetings or conferences.
12. Performs special studies or projects as assigned by the Director or Chief Operations Officer.
13. Supervises subordinate staff.

Contract Support:

1. Plans, organizes and directs the overall coordination and internal quality control of the Agency's contracting functions involving external service delivery.

2. Plans, organizes and directs fiscal reviews, special reviews and monitoring of standard contract provisions for external service contracts.
3. Maintains Agency's standardized contracting processes.
4. Directs periodic risk assessments for Agency's contracts to determine monitoring priorities and identifies the need for special reviews.
5. Coordinates with the Department of Purchasing and Contracting, Office of County Counsel, the Chief Financial Officer and the Risk Management Division on contract-related standard documents and processes.
6. Acts as liaison with other public and private agencies and provides information to county departments, the public, and Agency representatives on Agency contracting activities.
7. Directs the preparation of the Contract Support function's annual budget and monitors revenue expenditure transactions.
8. Conducts fiscal analyses and prepares cost projections.
9. Ensures Agency activities are in compliance with federal, state and local regulations, laws and codes pertaining to health and human services.
10. Coordinates with other HHSA Deputy Directors to ensure consistent customer services and quality of Agency services.
11. Directs the development and implementation of operational policy and procedures concerning Agency services.
12. Identifies operational problems and formulates appropriate solutions.
13. Prepares executive level reports and correspondence.
14. Represents the Director or Chief Operations Officer during meetings or conferences.
15. Performs special studies and/or projects as assigned by the Director or Chief Operations Officer.
16. Makes presentations to the Board of Supervisors or other legislative authorities.
17. Supervises subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Dynamics and needs of diverse client populations to include the elderly, persons with disabilities, veterans, adults, children, youth, and families.
- Community resources available to provide a variety of health and human services to diverse client populations.
- Principles and practices of social casework and social service provision to diverse client populations.
- Federal, state, and local laws, regulations, codes, and standards relating to health and human services programs.
- Policy/procedure development and implementation related to the Health and Human Services Agency programs and services.
- Contract administration.
- Principles and practices of supervision and training.
- Principles and theory of public administration, including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and practice.

Skills and Abilities to:

- Plan, organize, direct and evaluate the activities of an assigned region providing integrated, community based services, or the program policy and network management function or the contract support function.
- Coordinate services with the community, county departments and public/private agencies.
- Ensure that activities conform to federal, state, and local laws and regulations.
- Identify and resolve Agency operational problems.
- Prepare regional or functional budget and monitor revenues and expenditures.
- Prepare executive level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the agency's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, boards, commissions, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.

- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, health sciences, social services or closely related field; AND, at least five (5) years of progressive management-level experience providing specialized health and/or human services for a large public agency, including direction of budget and fiscal activities, personnel, contract support, supply and other administrative/line functions of the organization.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: April 24, 1998
Revised: September 14, 2001
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